

**NATIONAL  
COLLEGE  
CREATIVE  
INDUSTRIES**

**Anti-Bullying and Harassment Policy**

**Approved by:** SLT

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# 1. Introduction

National College Creative Industries (NCCI) aims to ensure that learning environments are supportive, where all individuals are treated with courtesy and respect and their contribution to the learning process is valued. The College will not tolerate harassment and bullying in any form and will take firm and decisive action to protect the interests of its students whenever incidents are identified.

Bullying and harassment can have a detrimental effect on all who experience this, however for students with existing issues and reduced coping strategies, the effects as below may be very much amplified:

- Stress and anxiety
- Absenteeism and low productivity
- Lowered self-esteem and depression
- Health related problems such as digestive upset, insomnia and self-harm
- Trouble with relationships both at College and home due to stress

## 2. Aims

This policy outlines behaviour that would be considered inappropriate or unacceptable and provides procedures for the making and hearing of complaints, whilst working in line with our behaviour policy.

The behaviours listed in this policy are not exhaustive, there may be other harassment practices that cause individuals to feel uncomfortable or are unwanted that will be acted upon under this policy. As such, all students, staff and visitors to NCCI will be made aware of this policy.

This policy and procedure are to be used when a student or member of staff reports bullying or harassment by a student at the College.

When a student or member of staff reports bullying or harassment by a member of staff at the College. Appendix A shows the procedure for reporting bullying and harassment.

It is the policy of NCCI that:

- a) All students are responsible for creating a learning environment free of bullying, threat, harassment and intimidation.
- b) Any person alleging or being accused of harassment or bullying by a student will be provided with help and support throughout the process and will be safeguarded against victimisation.
- c) Harassment and bullying will be addressed by the Student Behaviour Policy and Procedures.

## 3. Definitions

### 3.1 Bullying

Bullying is treating someone differently because of who they are, not because of anything they have done. It is the persecution of an individual by another person or group of people. Bullying is the wilful, conscious desire to hurt, threaten or frighten someone else. Bullying involves dominance of one person by another, or group of others. The following are common examples of bullying, but not a complete list:

- Intimidation/threatening behaviour
- Any form of physical abuse e.g. punching, kicking
- Verbal abuse – shouting at, insulting, “putting down”
- Psychological abuse – isolating an individual, preventing them from becoming part of a group or involved in certain activities
- Anonymous letters or spreading rumours that are designed to upset
- Demanding money
- Demanding coursework to copy against a person’s will
- Stealing, hiding or damaging belongings e.g. books, clothing bags
- Teasing people about their physical appearance or personal circumstances
- Intimidating or threatening emails or text messages
- Use of social media to intimidate, threaten or tease

### **3.2 Harassment**

Harassment may be defined as any conduct that is unwanted by the recipient, or any conduct which affects the dignity of any individual, or group of individuals including cases where the recipient is not offended or not present.

Harassment may be repetitive, or an isolated occurrence against one or more individuals.

### **3.3 Types of Bullying and Harassment**

**Physical** includes unwanted contact (e.g. unnecessary touching), assault or gestures, intimidation or aggressive behaviour.

**Verbal** includes unwelcome remarks, suggestions and propositions, malicious gossip, jokes and banter which are based on a person’s sex or race or which refer to a person’s age, disability, sexuality, religion or personal experience.

**Non-verbal** includes offensive literature or pictures, graffiti and computer imagery, isolation or non-co-operation and exclusion from social activities. Harassment may be related to age, sex, race, disability, religion, nationality or any personal characteristic of the individual(s).

**Disability** includes threats, physical or verbal abuse against a person or group because of their disability or jokes, mockery, unwarranted remarks, graffiti or innuendo which offends people on the grounds of their disability.

**Racial** includes threats, physical or verbal abuse against a person or group because of colour or ethnicity. Discrimination on the grounds of race, colour or ethnicity, jokes, mockery, unwarranted remarks, graffiti or innuendo which offends people on the grounds of their colour, race or ethnicity.

**Religious** includes threats, physical or verbal abuse against a person or group because of their religion or belief, jokes, mockery, unwarranted remarks, graffiti or innuendo which offends people on the grounds of religion or belief.

**Gender** includes threats, physical or verbal abuse against a person or group because of their gender. Discrimination on the grounds of gender, jokes, mockery, unwarranted remarks, graffiti or innuendo which offends people on the grounds of their sexual orientation, verbal or physical sexual advances which are coercive or unwelcome, whether they are intended to offend or not.

**Sexual** includes a range of behaviours such as sexualised name-calling and verbal abuse, criticising sexual performance, ridiculing physical appearance, criticising sexual behaviour,

spreading rumours about someone's sexuality or sexual experiences they have had or not had, unwanted touching and physical assault. Sexual bullying and harassment is behaviour which is repeated over time and intends to hurt someone by using that person's gender, sexuality or sexual (in)experience to hurt them

**Age Harassment** includes threats, physical or verbal abuse against a person or group because of age, jokes, mockery, unwarranted remarks, graffiti or innuendo which offends people on the grounds of their age.

**Provocative behaviour** includes the wearing of badges, clothing or insignia which may cause offence or display or circulation of offensive material (emails and text) and stereotyping [labelling].

## **4. Developing Positive Cultures**

Everyone at the College has a responsibility to stop bullying and to look out for fellow students around the campuses. The College will adopt the ethos of "Notice, Check, Share" where there are concerns that an individual may be being bullied or harassed.

**Notice** – Recognise the behaviour and impact on the victim. Challenge the behaviour seen, if safe to do so

**Check** – Speak with the person seen being bullied or harassed to see if they would like support to talk to a member of staff OR share with a friend or member of staff about what was seen

**Share** – Don't stay silent, tell a member of staff who can support all involved

### **4.1 Prevention of abuse for vulnerable students**

Developing positive cultures and good practice with vulnerable students:

- a) Wherever possible, abuse must be prevented. Creating 'safe care' or support for vulnerable people involves a holistic approach, which is centred upon the needs of the cared-for/supported person. It may be that the abused person is not immediately aware that they are being abused or bullied and others may need to speak for them.
- b) Students and Staff should be alert and feel confident about reporting suspected abuse – preferably to their tutor or with a member of the Safeguarding Team.
- c) A good balance should be maintained between confidentiality and positive information sharing.
- d) If in doubt, initial concerns should be shared with a tutor, Course Leader or Additional Learning Support staff.

### **4.2 What do I do if I am bullying someone?**

Recognising that you may be bullying or harassing a person is a difficult thing to admit. But if a student feels they may be doing this, they should discuss it with their Tutor, a member of the Safeguarding Team or another member of staff. They will be able to assist in finding the help needed and will welcome the opportunity to help any student to improve the way they behave towards others

The College can refer you to an appropriate adviser or counsellor, if deemed necessary.

### **4.3 Education of Students**

The College and course representatives will proactively run awareness campaigns throughout the year to ensure all students have the information they need to stop bullying in all its forms. Students will also have access to information in pastoral sessions and information will be accessible to students.

## 5. Procedure to Report Bullying or Harassment

The procedure given below will not necessarily be followed sequentially, as it is recognised that some incidents are so serious that they will lead to an immediate, formal report of the incident. However, the following points provide guidance on the procedure staff and students should follow in the reporting of bullying & harassment.

The procedure to report bullying and harassment covers three routes:

- Route 1      Facilitating personal action
- Route 2      Action through Department Management Teams
- Route 3      Formal Investigation and Action

NB: At all stages students are encouraged to use the Bullying & Harassment Report Form but is only a formal requirement of Route 3.

### Route One: Facilitating Personal Action

In the first instance students should ask the person to stop (do not retaliate). Students who don't feel able to do this can seek support from a member of staff. They will make it clear to the bully that their behaviour is unacceptable. Students have access to a course student rep, focused on pastoral support.

#### Keep a log

Students should be encouraged to make a note of the times, places and nature of unwelcome behaviours they are experiencing.

#### Seek advice from a member of staff

The incident(s) should be discussed with a member of staff. The College understands that some students may feel uncomfortable doing this in the first instance so reports from friends or family will be looked into. Students can email [safeguarding@creativeindustries.ac.uk](mailto:safeguarding@creativeindustries.ac.uk) for support with ending bullying or to report any incidents.

### Route Two: Action through the Department Management Team

If the harassment or bullying continues or the student feels unable to approach the person themselves, a member of the Department Management Team will be able to discuss the situation informally with the person identified.

A student can request direct or indirect action on an informal basis to resolve the situation.

Direct Action - A member of the Pastoral and/or Management Team speaks with the person alleged of harassing or bullying another student.

Indirect Action - A member of the Pastoral and/or Management Team talks in general to the course group about harassment and bullying and how it will not be tolerated within the College.

This informal action will not prevent any student or the College from raising issues formally, if necessary.

The College may feel that the issues that have been raised are sufficiently serious for them to be treated as a disciplinary matter. If this is necessary the student will receive information prior to the action taking place.

### Route Three: Formal Investigation and Action

Ensure the incident is fully investigated. The student(s) will need to make a written statement: all students will be offered support from their tutor and Student Services throughout this process.

It is the responsibility of the Course Team to investigate the incident, manage the situation during the investigation and moving forward. In serious cases, support will be provided by the Pastoral Lead, particularly where it is necessary to suspend a student under the Behaviour Policy's Serious Breach criteria.

A student must complete a Bullying & Harassment Report Form (available from pastoral). They will need to indicate clearly the nature of the incident and detail times/dates and locations where applicable. If a student feels unable to complete a form in the first instance, a brief email to their tutor or Student Services will be accepted. Support will be arranged to ensure that the information is recorded to support the investigation.

Students should submit the form to their Course Leader, Learning Coach or Pastoral Lead.

Student will receive an acknowledgement on receipt of the Report Form within five working days. The College aims to deal with all reports within three weeks but some, especially if the report is complex may take longer. If it is going to take longer than three weeks to deal with the report the student will be informed of progress.

Staff will use professional judgement to decide on the outcome of the investigation and what, if any, formal outcomes will be applied in line with the Behaviour Policy.

Outcomes of Route Three Investigations that involve a Serious Breach must be reported to the Vice Principal of Curriculum and Quality.

All paperwork and reports must be stored securely and kept for one academic year.

### **Incidents occurring off-site and out of College hours**

The College understands that bullying and harassment does not end when a student leaves the College for the day and can continue via social media or in public. Where instances of bullying do occur off-site and/or out of college hours, the College will assist with action where it includes solely students currently enrolled at the College. Where evidence is provided that external persons have become involved in the bullying and harassment of a student the College can only and where appropriate take action against those that are enrolled students.

Where external persons are involved in the bullying and harassment of a student, support will be given for the individual to take action including reporting to the Police. The College will support any police investigation through sharing of internal investigation findings and working collaboratively with link officers.

## **6. Outcomes**

The College's Behaviour Policy will support the outcomes of all cases of bullying and harassment at the College. Staff will apply the Policy and 'Reflective Discussions' will be used to address any student who is found to be displaying bullying behaviour. Any meetings will be recorded and students will be given clear targets on how to improve their behaviour.

Where behaviour continues or new evidence comes to light, staff will be able to investigate and apply formal behaviour management. Following a formal investigation into the bullying or harassment of a student, the person initiating the bullying or harassment may have formal action taken against them in line with the Behaviour Management Policy. Student and staff behaviour policies and procedures are available on request. Advice and guidance can be provided by the Pastoral Lead or The Safeguarding Team.

If you are unhappy with the response to your Report you can appeal. The request for appeal must be submitted within two weeks of the written response, setting out clearly the basis of dissatisfaction with the findings of the formal investigation. This request should be addressed to: Vice Principal of Curriculum and Quality.

### **Some forms of harassment are illegal**

The Equality Act came into operation on 01 October 2010 and was followed by additional legislation specifically related to public sector organisations in April 2011. The Equality Act brings together in excess of 166 separate pieces of legislation into one single Act. Combined, these make up an Act that provides a legal framework to protect the rights of individuals and advance equality of opportunity for all. The Equality Act simplifies, strengthens and harmonises legislation to provide the UK with a united discrimination law which protects individuals from unfair treatment and actively promotes a fair and more equal society.

## **7. Monitoring, Reporting & Evaluation**

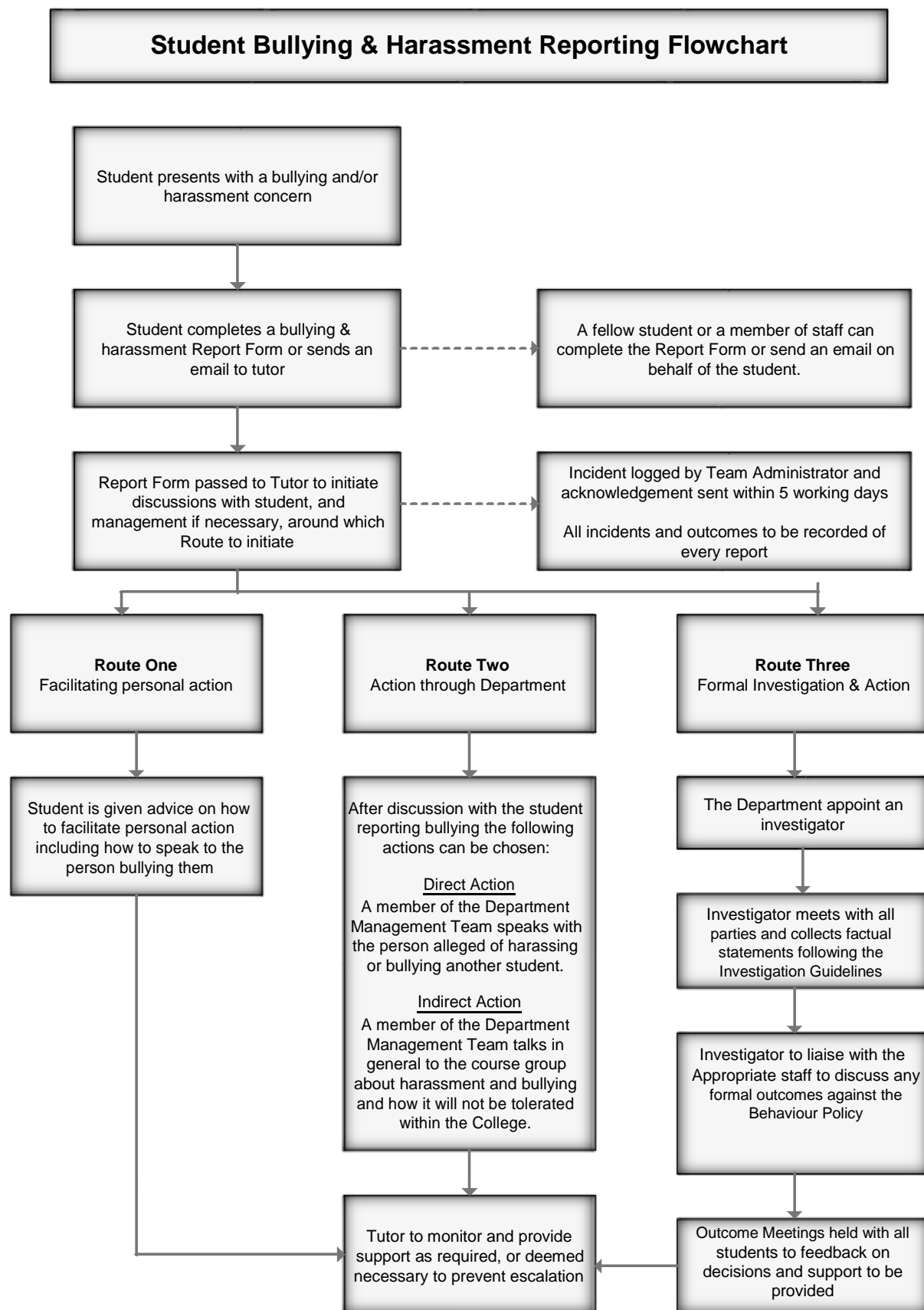
NCCI will hold a central log on reported bullying and harassment incidents. Staff should inform the Pastoral Lead of all reports of bullying and harassment, including low level cases.

Where Reflective Discussions have been used to discuss any incidents, tutors will record individual meetings and outcomes.

This policy will be reviewed annually to reflect changes in practice and legislation and also changes to staff designations.



## Appendix A



## Appendix B



### Bullying & Harassment Report Form

We are sorry that you feel that you have been suffering harassment or bullying at the College. The College will not tolerate harassment and bullying in any form and is committed to taking firm and decisive action to protect the interests of students whenever incidents are identified. We are pleased that you are reporting the incident(s) to us for investigation and staff will fully support you throughout this process. Please complete the form, providing as much detail as possible to enable us to fully investigate the incident(s).

Please note that any report of harassment/bullying will not have any effect on the way you are treated or assessed by staff.

<b>Student Name</b>	
<b>ID Number</b>	
<b>Department</b>	
<b>Course</b>	
<b>Personal Tutor</b>	

**Please tell us in your own words what has been happening including dates, times, locations and any witnesses to the incidents.**

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***I agree to the above statement being used to investigate the reported bullying & harassment and understand a member of staff from the College may speak to me further. I understand that any false information given by me may lead to formal action under the Behaviour Policy.***

<b>Signature</b>	
<b>Date</b>	

Have you included?

- Name of the student who is bullying/harassing you
- Names of all witnesses: student and staff
- Any screenshots of Facebook or other social media that shows the bullying/harassment
- Any copies of texts or phone call logs
- Any other evidence you feel supports your statement

**Please pass this form to your tutor or the Safeguarding Team.**

**If you need help with completing this form, please speak to your tutor or a member of the Safeguarding Team.**

